

Professional Development Activities
Utah State Office of Education
Increased Student Academic Achievement for ALL Students

Professional development activities must meet the high quality, sustained, and intensive criteria of the No Child Left Behind legislation in order to be recorded in the CACTUS system in our offices. Participants in activities that do not meet these criteria may still, however, receive points towards re-licensure.

No Child Left Behind (NCLB)

Performance Goal 3: By 2005-2006, all students will be taught by highly qualified teachers.

- Performance Indicator 3.1: The percentage of classes taught by “highly qualified” teachers, in the aggregate and in “high-poverty schools.”
- Performance Indicator 3.2: The percentage of teachers receiving high-quality professional development.

In addition, USOE will ensure that professional development activities offered at the LEA level meet the requirements of the definition of “professional development” in section 9101(34) by:

- Reviewing LEA applications against the Utah Educator Professional Development Guidelines described in Part II, question 5a.
- Updating the CACTUS system to include the ability to track the percentage of teachers receiving high quality professional development.
 - State law mandates that teachers renew their licenses through a point system.
 - The current system will be revised to ensure that credits for professional development shall only be entered into the updated CACTUS system if the activity meets the definition found in section 9101(34) as measured against the Utah Educator Professional Development Guidelines.
- Requiring LEAs to report annually the progress made toward increasing the percentage of teachers receiving high quality professional development using the updated CACTUS system.

“High-Quality Professional Development” Activities Criteria

1. Are of sufficient duration to ensure a positive and lasting impact on classroom instruction and teacher performance in the classroom.
2. Improve Content Area Teaching and Learning.
 - a. Improve and increase teachers’ knowledge of the subject content.
 - b. Aligned directly to the Core.
 - c. Advances understanding of effective instructional strategies for ALL students that are research-based.
 - d. Provides assessment strategies to ensure understanding.
 - e. Provides instruction in the use of data and assessments to inform instruction.
3. Increase the Number of Qualified Educators.
 - a. Ensure highly qualified teachers in every classroom.
 - b. Focused on target audiences and greatest needs.
4. Aligned with state, district, and/or school professional development plans.
5. Developed with extensive participation of teachers, principals, parents and administrators.
6. Are regularly evaluated for their impact on teacher effectiveness and improved academic achievement.

It may be useful to refer to the Utah Professional Development Standards.

Types of Credit

University Credit	USOE Credit	Re-Licensure Points Only
<ul style="list-style-type: none">▪ Credit placed on university transcript▪ Teachers must pay recording fee▪ Counts towards re-licensure	<ul style="list-style-type: none">▪ Recorded on CACTUS if it meets NCLB criteria▪ 14 contact hours plus completion of assignment = 1 credit▪ Counts towards re-licensure	<ul style="list-style-type: none">▪ Meets re-licensure criteria▪ Points awarded per contact hour▪ Teacher receives re-licensure certificate

Process for Providers of Professional Development

1. Submit "Request for Prior Approval of Professional Development" application form at least three weeks prior to the beginning meeting for the course to be approved.
2. Receive CACTUS number if NCLB criteria met.
3. Maintain an accurate list of participants and contact hours.
4. Complete "Request to Award Professional Development Credit for Approved Course" if applicable.
5. Credit is recorded on participants' CACTUS record.

REQUEST FOR PRIOR APPROVAL OF PROFESSIONAL DEVELOPMENT CREDIT

Utah State Office of Education

Submitted by: _____		Phone: _____	Email: _____
Course Title: _____		Core Code: _____	
Description: _____			
Target Audience: _____			
Course Beginning Date: _____		End Date: _____	Closing Date: _____
Number of hours In class: _____	Hours to complete outside activity: _____	Semester Hrs. Requested: _____	14 hrs in class + 4 hr. assign. = 1 semester hr
Location of class: _____			
<ol style="list-style-type: none"> 1. Is the course of sufficient duration to ensure a positive and lasting impact on classroom instruction and teacher performance in the classroom? Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Is the course aligned directly to the core or to the educator's assignment? Yes <input type="checkbox"/> No <input type="checkbox"/> 3. Does the course improve educator's knowledge of subject area content? Yes <input type="checkbox"/> No <input type="checkbox"/> 4. Does the course advance the understanding of effective instructional strategies for ALL students that are research based? Yes <input type="checkbox"/> No <input type="checkbox"/> 5. Does the course provide assessment strategies to ensure understanding? Yes <input type="checkbox"/> No <input type="checkbox"/> 6. Does the course provide instruction in the use of data and assessments to inform instruction? Yes <input type="checkbox"/> No <input type="checkbox"/> 7. Does the course focus on a target audience of need? Yes <input type="checkbox"/> No <input type="checkbox"/> 8. Is the course aligned with school and/or district or state professional development plans and Utah Professional Development Guidelines? (provide evidence) Yes <input type="checkbox"/> No <input type="checkbox"/> 9. Is continuity (follow-up experiences showing implementation) built into the planning of the course? Yes <input type="checkbox"/> No <input type="checkbox"/> 			
Instructor(s)	Qualifications (Degree/Endorsement and specific qualifications to teach course)	Phone	SSN
Assessment of Learning (Product/Paper/Presentation) and Criteria: (attachment)			
Signature USOE Specialist: _____			

Send to: Rebecca Anderson
 Utah State Office of Education, 250 East 500 South, PO Box 144200, Salt Lake City, Utah 84114-4200
 801-538-7575 or rebecca.anderson@schools.utah.gov

Request to Award Credit for Approved Course

Utah State Office of Education

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